

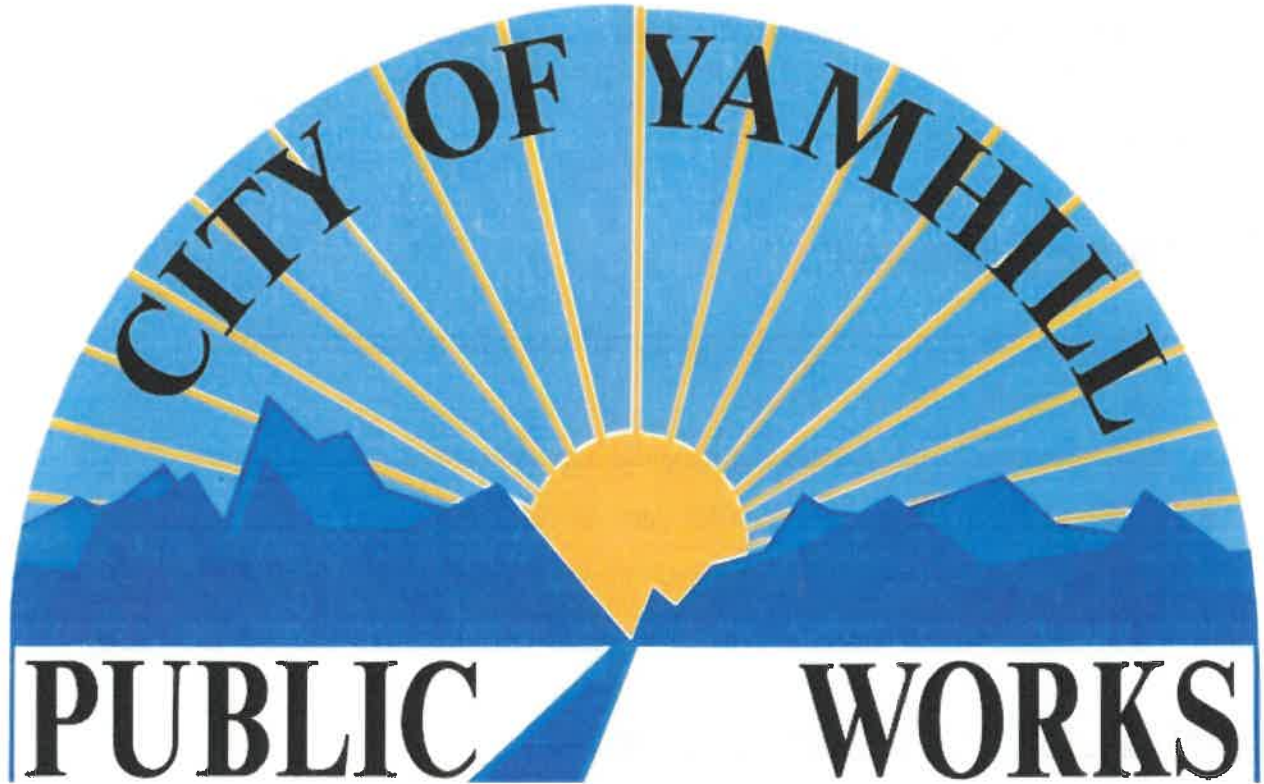


# City of Yamhill

A small taste of Oregon

The City of Yamhill Oregon is recruiting for a permanent Public Works Utility I position. The position is full-time (40 hours) non-exempt. Starting salary \$18.00/hour DOE with full benefits. Application and job description can be obtained at [www.cityofyamhill.org/employment](http://www.cityofyamhill.org/employment), or Yamhill City Hall, 205 S. Maple Street, 503-662-3511. This position recruitment will be open until filled.

City of Yamhill is an Equal Opportunity Employer.



Utility Worker

Job Description I

## **Position Overview:**

This is an entry level position in the public works department. The person occupying this position operates heavy and specialized equipment and performs maintenance repair and construction work on public works facilities and projects. This is a subordinate position to the Public Works Facilities Manager and/or Operator as directed.

## **Qualifications Required:**

- High School Diploma or GED, and one year prior experience in this type of work
- Valid Oregon State Driver's License,
- Experience in utility construction and equipment operation is desirable.
- Have or be able to obtain a First Aid/CPR Card and Certified Flagger's Card within one year.
- Must acquire the proper state certifications in the water and wastewater fields in a reasonable time frame as determined by the Public Works Facilities Manager.

## **Essential Duties and Responsibilities:**

- Participates in the manual labor associated with; the operation, maintenance, repair and construction of the sanitary sewer system, the water system, the storm drainage system, and the roadway system, including roadway, shoulder and sidewalk operation, maintenance and construction, mowing and vegetation control.
- Maintenance of Parks and Lawn's
- Perform Traffic control as needed.
- Performs Mechanical work as needed.
- Performs occasional welding.
- Performs other duties as assigned.
- Works overtime as required to complete assigned tasks.
- Participate in the rotation of on-call duties.
- Minor construction projects, carpentry, concrete, janitorial services.
- Assist with Code enforcement of garbage, brush, trees.
- Other duties and tasks as assigned.

## **Knowledge, Abilities and Skills:**

- To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily.
- Must have good communication skills both written and verbal; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities.
- Ability to complete mathematical calculations associated with the position.
- Ability to work within established guidelines.
- Ability to perform repetitious tasks.
- Ability to use and operate Pickup truck; backhoe; tractor; dump truck, ditch witch; oxygen, acetylene and arc welders; pumps, valves, filtration devices, gauges, etc. pipe tap and die; lawnmower; weedeater; chain saws; blowers; various spray equipment; air compressor, frontend loader, drill press, hydraulic press; miscellaneous power tools for turf maintenance; carpentry, painting, plumbing, and cement finishing work.

## **Physical Requirements:**

- Endurance/Moving About: Frequently (1/3 to 2/3 of the time). Move from location to location.
- Endurance/Overall strength: Heavy work. Exerts force and/or lifts or carries objects weighing up to 100 pounds occasionally.
- Sitting Frequently (1/3 or more of the time).
- Controls: Frequently (1/3 to 2/3 of the time). Use one or both arms and/or hands and /or one or either feet or legs to move controls on machinery or equipment.
- Climbing Frequently. Ascend or descend ladders, stairs, scaffolding, ramps, poles, ropes, and the like using the feet and legs and /or hands and arms.
- Balancing Frequently . Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.
- Bending/Stooping: Frequently Periodic. Stoop by bending the body downward or forward by flexing the spine at the waist, and /or bend by extending the spine backward or from side to side.
- Kneeling/Crouching: Frequently. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.
- Crawling: Frequently. Move about on the hands and knees or hands and feet.

- Reaching Frequently (2/3 or more of the time). Extend hands and arms in any direction.
- Handling Constantly (up to 2/3 of the time). Seize, hold, grasp, turn or otherwise work with the hands Frequently.
- Rotation: Frequently (1/3 to 2/3 of the time). Twist and turn the spine or a ball and socket joint such as the shoulder or hip.
- Communications (2/3 or more of the time). Express or exchange ideas both orally and in writing to impart information to clients or to the public and convey detailed instructions to other workers accurately, or quickly.
- Hearing: Constantly (2/3 or more of the time) Perceive the nature of sounds by the ear.
- Seeing: Constantly (2/3 or more of the time). Obtain impressions through the eyes of the shape, size, distance, motion, color or other characteristics of objects.
- Smell: Constantly (2/3 or more of the time). Obtain impressions through the detection of different orders or other characteristics of objects.

### **Environmental Conditions:**

- Location: Both inside and outside. Work is spent inside (where there is protection from weather, but not necessarily from temperature changes) and outside (where there may be no effective protection from weather).
- Extreme Cold: Endure temperature's sufficiently low to cause marked bodily discomfort unless exceptional protection is used.
- Extreme Heat: Endure temperature/s sufficiently high to cause marked bodily discomfort unless exceptional protection is used.
- Wet Conditions: Endure contact with water or other liquids.
- Noise/Vibration: Periodic. Occasionally endure noises, either constant or intermittent, or work sites.
- Smell: Fumes, chemicals, or toxic substances.

### **Residency Requirement:**

All treatment Plant employees shall be expected to respond within 30-minutes and within a one-hour on-site distance response for accessibility. As determined by the Facilities Manager of Public Works.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Senior Human Resource Officer's Signature</p> <p>_____ Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.



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## Application for Employment

The City of Yamhill provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

**THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Position				
Position Applying For		Available Start Date	Desired Pay	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education	List any colleges, military, trade, business or other schools attended.			
Do you have a high school diploma or GED Certificate? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	


## References

Name	Title	Company	Phone

## Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List **ONLY** the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)		Job Title		Dates Employed	
Address		City		State Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving					
Duties					
Employer (2)		Job Title		Dates Employed	
Address		City		State Zip	
Supervisor Name		Phone Number		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving					



Duties

**Employer (3)**

Job Title

Dates Employed

Address

City

State

Zip

Supervisor Name

Phone Number

May we contact?

Yes  No

Reason for leaving

Duties

**Employer (4)**

Job Title

Dates Employed

Address

City

State

Zip

Supervisor Name

Phone Number

May we contact?

Yes  No

Reason for leaving

Duties

**Certification & Signature**

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-connected disability;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
  - Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
  - Receiving a nonservice – connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or

\_\_\_ I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

*This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions please contact Human Resources.*